


King County

Department of Development
and Environmental Services

900 Oakesdale Avenue Southwest
Renton, WA 98057-5212

206-296-6600 TTY 206-296-7217

**PRE-APPLICATION MEETING –
CONDITIONAL USE PERMIT*:
FEES, SCHEDULING, INFORMATION AND
REQUEST FORM**

For alternate formats, call 206-296-6600.

The pre-application meeting process for a Conditional Use Permit (CUP) application involves 3 steps. These steps are described below.

Step 1 – Informational Meeting

After meeting with a Land Use Coordinator at the DDES Permit Service Center to get basic information about a parcel of property, if an individual is considering filing a Conditional Use Permit (CUP) application, *Step 1* will be attending an *Informational Meeting* which includes a PowerPoint presentation. At the meeting, individuals will receive a basic overview of the review process, i.e., the phases of review, the average cost for each phase, application submittal requirements, timeframes, etc. Attending this meeting is a prerequisite to proceeding to *Step 2* of the pre-application process, and is required for all CUP applicants and their agents. Applicants should contact Chad Tibbits at 206-296-7194 or via e-mail at chad.tibbits@kingcounty.gov to schedule an *Informational Meeting*. There is no charge for Step 1.

Step 2 – Pre-Application/Feasibility Meeting

At this meeting, the CUP process will be discussed in more detail, as well as site specific issues. To schedule this meeting, applicants will be required to submit 6 copies of the following documents, and a monetary deposit of \$383:

- A Pre-Application Meeting Request Form (see attached)
- A list of issues and/or questions
- A site plan of the proposed CUP which is drawn to scale (e.g., 1" = 50') and includes the following:
 - Existing public road right-of-way and private road easements, tracts or driveways which adjoin the property
 - The approximate location of existing and proposed buildings on the site
 - The approximate location of critical areas on or adjacent to the site, if known (e.g., wetlands, streams, rivers, ponds, lakes, or steep slopes)
 - North arrow and the scale of the drawing.

The application package described above for the *Pre-Application/Feasibility Meeting* must be submitted in person. Please contact Chad Tibbits at 206-296-7194 or via e-mail at chad.tibbits@kingcounty.gov to make your submittal.

Please note that both the applicant and the applicant's professional representative, if any, must attend the *Pre-Application/Feasibility Meeting*. County staff will provide detailed written comments on the CUP proposal at the meeting. Attendance at this meeting is required prior to proceeding to *Step 3* described below, and the filing of a CUP application. **Review fees will be charged for this meeting.**

***Does not include communication facilities.**

Step 3 – Application Review Meeting

The primary purpose of this meeting is to review the actual CUP application documents prior to application submittal in order to determine if the documents meet King County Code requirements. The submittal requirements are identified below, and can also be found in King County Code 20.20.040. To schedule an *Application Review Meeting*, all application documents listed below must be submitted with the meeting request. All of these forms are available from DDES (refer to DDES forms online at www.kingcounty.gov/permits) except where otherwise noted.

1. Land Use Permit Application Form: Submit one (1) original and two (2) copies.

2. Legal Description: Submit three (3) copies.

On a piece of white, legal-size, 8-1/2" X 14" paper, type the legal description of the subject property and attach it to the application. The legal description of the property may be obtained from the King County Department of Assessments. **Be absolutely sure the description is correct and agrees with the property outlined on the Assessor's map.** A current legal description is necessary before the application is acceptable. If the legal description is written from a survey map, the map should accompany the description along with the Assessor's map outlined in red.

3. Assessor's Maps: Submit two (2) sets.

Submit up-to-day prints of the Assessor's 1/4 section maps covering the area within the application and all property within 500-feet of the boundaries of it. Outline subject property in red pencil and give a parcel number to each ownership. Prints of these must be ordered from the King County Department of Assessments, Room 700A, King County Administration Building, 500 – 4th Avenue, Seattle, 206-296-7300. (Full sheet Assessor maps are required as part of the submittal package. Do not cut, tape, or alter the maps.)

4. Conditional Use Permit (CUP) Application: Submit 15 copies.

5. CUP Development Plans: Submit 15 copies on uniform-sized sheets (24" x 36").

Provide on cover sheet:

- A 6" X 6" blank space in the lower right hand corner for DDES identification stamps.
- Name, address, day telephone number of owner.
- Name, address, day telephone number of registered engineer, land surveyor, architect, or planner.
- Existing zone classification.
- Acreage within property boundaries.
- Proposed method of sewage disposal and sewer district.
- Source of water; if water district, include name.
- Fire district.
- School district.
- Legal description (type or print).
- A written statement of the general purposes of the project.

- An explanation of all features pertaining to uses and other pertinent matters not readily identifiable in map form.
- Vicinity maps: Show sufficient area and detail to clearly locate the project in relation to surrounding roads, parks, rivers, and municipal boundaries, together with its scale.
- In the case of kennels, include the number, size, and characteristics of the breed.
- For communication facilities: name, address, and day telephone number of operators.

Site plans – drawn to a convenient engineer scale:

- Map scale and north arrow.
- Property boundaries dimensioned and clearly and accurately delineated by a heavy line or color.
- Boundary lines and zoning classification of adjacent tracts within 500 feet of the subject property.
- Locate, name, and dimension all existing and proposed streets and other public ways, easements, utility and railroad rights-of-way within and adjacent to the proposed development.
- Existing and proposed topography on separate drawings showing at least 5-foot contours to be extended at least 100-feet beyond project boundaries.
- Location of any major physical features such as railroads, lakes and rivers, including those within 500-feet of the subject property.
- Locate all critical areas and associated buffers on plans. A critical area includes erosion hazards, landslide hazards, steep slope hazards, avalanche, floodplain, wetland, and/or stream. Indicate if streams are intermittent: 100-year floodplain for rivers, 25-year floodplain for streams, and delineate top and toe of 40% slopes. See K.C.C. 21A.24 for Critical Area Standards and Development Limitations.
- Accurate dimensions, location, and use of all existing and proposed structures on the subject property indicating porches, eaves, fences and signs. Identify any structures to remain or to be removed. Identify existing wells and/or septic tank and drainfields.
- General size, location and uses of all existing structures within 100-feet of boundaries of the subject property.
- Show elevations and/or sections of all existing and proposed buildings depicting general character of the structures, relationship between floors, entrances, building height and grades.
- Illustration of building types or building complexes (may be schematic plan view) showing relationships between parking, entrances, walks, indoor areas and outdoor uses (structural floor and building plans are not required).
- A minimum of one cross-section in each direction showing the relationship of the proposed structures to both existing and final grade
- If any new streets are proposed (public or private), show street construction section or reference to suitable King County Department of Transportation standards (reference King County Road Standards).
- Location, dimensions, and design of off-street parking facilities showing points of ingress and egress (See K.C.C. 21A.18 and King County Road Standards.)
- Boundaries of proposed common open space land, if any; indicate proposed use.
- Proposed public dedications, e.g. school sites, parks, etc., if any, within the site.

- Preliminary landscape plan showing existing vegetation to be retained and proposed landscaping identifying height and type of landscaping to be provided at time of planting. This plan can include narrative, if necessary. (See K.C.C. 21A.16 for applicable standards for the proposed use.)
- Easements, deed restrictions or other encumbrances restricting the use of the property.

6. Reduced Site Plan: Submit ten (10) copies of a reduced site plan on an 8-1/2" X 11" sheet.

7. Water Availability Certificate: Submit five (5) copies.

Preliminary approval for the creation of a new water system in accordance with the provisions of the applicable Coordinated Water System Plan or for connection with a private well from the Seattle-King County Department of Public Health; or

The King County Certificate of Water Availability form for the site must be given to the appropriate existing water purveyor to complete (water district; city; water association) and then be returned with this application. At the top of the form, a space is provided for a description of the site. In this space, the legal description of the site should be inserted or attached on a separate sheet if it is too lengthy.

Note: For sites located in the Urban Growth Area, if the development is not proposing to be served by an existing or new Group A water system at the time of construction, a King County Certificate of Future Connection must be given to the appropriate Group A water purveyor to complete and then be returned with this form.

8. Sewer Availability Certificate: Submit five (5) copies.

Preliminary approval for individual or community on-site sewage disposal systems from the Seattle-King County Department of Public Health must be submitted with this application; or

The King County Certificate Sewer Availability form for the site must be given to the appropriate agency to complete (sewer district) and then be returned with this application. At the top of the form, a space is provided for a description of the site. In this space, the legal description of the site should be inserted or attached on a separate sheet if it is too lengthy.

9. Certificate of Future Water/Sewer Connection (if applicable): Submit five (5) copies.

If the site is located in the Urban Growth Areas, and an interim on-site sewage system is proposed consistent with K.C.C. 13.24.136, the following information is also required:

- A. The sewer availability form must be submitted to the most logical sewer purveyor to complete and then be returned with this application, along with a letter which demonstrates to the satisfaction of the Director of the Department of Development and Environmental Services that the requirement to receive sewer service from the purveyor is unreasonable or unfeasible at the time of construction; and
- B. A King County Certificate of Future Connection must be given to the appropriate agency to complete and then be returned with this application.

10. State Environmental Policy Act (SEPA) Environmental Checklist (only if required by K.C.C. 20.44): Submit 20 copies.

Please refer to instructions on the SEPA checklist form. The applicant will be contacted by LUSD if additional information or clarity is required. Failure to respond may cause postponement of consideration of the request. If another agency is the SEPA lead agency for this project, also submit 20 copies of the Threshold Determination. If an EIS has been prepared for this proposal, submit three (3) copies of the EIS with the application.

11. Level-One Drainage Analysis: (required only if the thresholds for drainage review per the King County Surface Water Design Water Manual are met). Submit four (4) copies.
12. Conceptual Drainage Plan: (required only if the thresholds for drainage review per the King County Surface Water Design Manual are met). Submit four (4) copies.
13. Fire District Receipt: Obtain from the local fire district. Submit three (3) copies.
14. Proof of "Legal" Lot Status: Documentation of the date and method of segregation of the subject property. Submit three (3) copies.
15. Certificate/Affidavit of Critical Areas Compliance: Submit three (3) copies.
16. Transportation Certificate of Concurrency (if required by K.C.C. 14.70): Submit three (3) copies.
17. Certification of Applicant Status Form: Submit three (3) copies.
18. Copies of variance decisions required per King County Code 21A: Submit three (3) copies.
19. List of other issued or pending permits or decisions related to the proposal
20. Permit Review Fees
21. Other documents: (Optional at time of application submittal – Land Use Services Division (LUSD) may request or require submittal after application has been filed):
- A. Special studies or reports (e.g., traffic studies, wetland reports, geotechnical evaluation). Submit four (4) copies.
 - B. Photographs, charts, petitions, letters, models, etc., may be submitted at the discretion of the applicant. Submittals should fit within an 8½" x 14" legal-sized file folder.

At the *Application Review Meeting*, County staff will advise the applicant of any deficiencies with the application documents, so that the deficiencies can be corrected prior to the submittal of the actual CUP application for review. County staff will also make a field visit to the site prior to the *Application Review Meeting*, and as a result, new issues or issues that were raised at the *Pre-Application/Feasibility Meeting* (Step 2) may be discussed further at the *Application Review Meeting*.

Written requests for scheduling an *Application Review Meeting* must be submitted in person to Chad Tibbits at 206-296-7194 or via e-mail at chad.tibbits@kingcounty.gov, and may be made after Steps 1 and 2 above are completed. Please complete the attached *CUP Meeting Request Form* and submit it to (Vacant), along with the required copies of the above-noted documents. **Review fees will be charged for the *Application Review Meeting*.** Note that Steps 1–3 must be completed prior to submitting a CUP application.

Fees

DDES charges an hourly review fee for Steps 2 and 3 above; there is no charge for Step 1. The review fees include an hourly fee for each staff member involved in research, meetings, and any post-meeting follow-up work. While actual review fees will vary, it is anticipated that the total fee for the *Pre-Application/Feasibility Meeting* (Step 2) will be approximately \$1,500, and the total fee for the *Application Review Meeting* (Step 3) will be approximately \$3,000. An advance deposit of \$383 will be required to schedule both the *Pre-Application/Feasibility Meeting* (Step 2), and the *Application Review Meeting* (Step 3).

Note that at the *Application Review Meeting*, County staff will provide a fee estimate of DDES fees for the review of the CUP application.

Scheduling CUP Meetings

To schedule a CUP *Informational Meeting* (Step 1): Contact Chad Tibbits at 206-296-7194 or via e-mail at chad.tibbits@kingcounty.gov. No fees are charged for this meeting, and no documents are required to be submitted. Individuals should first research basic information about a parcel of property they are considering for a CUP application (e.g., zoning, Urban/Rural designation, means of access, etc.), before scheduling an Informational Meeting. This basic information can be obtained from a Land Use Coordinator at the DDES Permit Service Center.

To schedule a CUP *Pre-Application/Feasibility Meeting* (Step 2): Complete the CUP Meeting Request Form and prepare 6 copies of the documents noted above that are required for this meeting. Contact Chad Tibbits at 206-296-7194 or via e-mail at chad.tibbits@kingcounty.gov to submit your meeting request, the required documents, and an advance deposit of \$383. These materials must be submitted in person.

To schedule a CUP *Application Review Meeting* (Step 3), complete the CUP Meeting Request Form and prepare the specified number of copies of the documents noted above that are required for this meeting. Contact Chad Tibbits at 206-296-7194 or via e-mail at chad.tibbits@kingcounty.gov to submit your meeting request, the required documents, and an advance deposit of \$383. These materials must be submitted in person.

It is important to note that an applicant and his/her professional representative, if any, must attend all three meetings described above (Steps 1 – 3). *Informational Meetings* (Step 1) may be scheduled in advance or handled on a walk-in basis, though delays may occur in conducting this meeting if staff are not immediately available. Requests for *Pre-Application/Feasibility Meetings* (Step 2) and *Application Review Meetings* (Step 3) must be submitted in person. Appointment times to submit meeting requests and related materials may be scheduled in advance or handled on a walk-in basis, though delays may occur if staff are not immediately available. To submit meeting requests, please contact Chad Tibbits at 206-296-7194, via e-mail at chad.tibbits@kingcounty.gov, or at the address below.

**Department of Development and Environmental Services
DDES Permit Service Center
900 Oakesdale Avenue Southwest
Renton, WA 98057-5212**

Pre-application meetings will be scheduled as soon as possible following the submittal of the request and will be held within 30 days of the request. The applicant will be contacted via telephone regarding a date and time for the meeting. DDES will also send out written confirmation of the meeting schedule.

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Conditional Use Permit Pre-Application Meeting Request Form**To be completed by DDES Staff**☐ Pre-Application/Feasibility Meeting (Step 2)
File No. _____Date Received
(Stamp)☐ Application Review Meeting (Step 3)
File No. _____☐ I am interested in receiving FREE information and design assistance regarding compliance with Green Building and/or Low Impact Development. King County will contact the applicant.**Please print**

Applicant Name		Date
Address		
Phone - -	Fax - -	E-mail
Contact Person		
Address		
Phone - -	Fax - -	E-mail
Project Description		
Other Permits Being Requested, if any		
Project Address/Location		Parcel No(s)
Please indicate if requested meeting is: <input type="checkbox"/> Pre-Application/Feasibility Meeting (Step 2) <input type="checkbox"/> Application Review Meeting (Step 3)		

Check the box(es) regarding issues you wish to discuss:

- ☐ Land Use Permit Issues: Subdivision / CUP / Variances / Reasonable Use / PAUE
- ☐ Site Issues: Zoning / Setbacks / Density / Subdivision Design / Landscaping
- ☐ Site Issues: Traffic / Road Access / Road Improvement / Road Variances
- ☐ Site Issues: Drainage / Site Development / SWDM Variances & Adjustments
- ☐ Shoreline Issues: Substantial Development Permit / Permitted Uses / Shoreline Setbacks
- ☐ SEPA Issues: SEPA Checklist / Off-Site Improvements / Mitigation
- ☐ Wetland/Stream Issues: Buffers / Building Setbacks / Flood Plains / Mitigation
- ☐ Geotechnical Issues: Steep Slope / Landslide / Seismic / Coal Mine / Erosion
- ☐ Clearing/Grading Issues: Site Development / Clearing Restrictions / Site Restoration
- ☐ Health Issues: Sewer / Septic / Water / Groundwater/Noise Impacts
- ☐ Other (Specify): _____

Please indicate the numbers and types of representatives that will be at the meeting from your design team:

Will Attend	Will Not Attend		Will Attend	Will Not Attend		Will Attend	Will Not Attend	
<input type="checkbox"/>	<input type="checkbox"/>	Civil Engineer	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Consultant	<input type="checkbox"/>	<input type="checkbox"/>	Legal Consultant
<input type="checkbox"/>	<input type="checkbox"/>	Surveyor	<input type="checkbox"/>	<input type="checkbox"/>	Wetlands Consultant	<input type="checkbox"/>	<input type="checkbox"/>	Real Estate Agent
<input type="checkbox"/>	<input type="checkbox"/>	Architect	<input type="checkbox"/>	<input type="checkbox"/>	Landscape Architect	<input type="checkbox"/>	<input type="checkbox"/>	Others: _____

Total Number Attending _____

I certify that I am the applicant for this pre-application meeting request and I understand that DDES will assess hourly review fees for each DDES staff member involved in pre-application research, meetings and post-meeting follow-up work, and that I assume financial responsibility for all fees associated with this request.

Applicant's signature

Note: An advance deposit of \$383 is required to schedule a Pre-Application/Feasibility Meeting or an Application Review Meeting. Make checks payable to the King County Office of Finance.

If you have any questions about your meeting, please contact Chad Tibbits at 206-296-7194 or via e-mail at chad.tibbits@kingcounty.gov

Check out the DDES Web site at www.kingcounty.gov/permits